

## ALTNAGELVIN TRUST

## JOB DESCRIPTION

*Mall Smyth*

TITLE: DIRECTOR OF FINANCE

REPORTS TO/  
RESPONSIBLE TO: CHIEF EXECUTIVE

LIAISES WITH: All Executive Directors, Senior Managers and Board Officers.

## JOB SUMMARY

As a Director and member of the Trust Board the Director of Finance will share in the corporate responsibility for the achievement of the Trusts strategic and business plans.

Key objectives will be set on an annual basis through the Individual Performance Review process. However the following principal areas of responsibility will provide the Director of Finance with the framework with which his/her objectives will be set.

The Director of Finance is accountable and responsible to the Chief Executive for the provision of the full range of financial services and financial management. This will include the provision of financial advice to the Trust and its officers, supervision of the implementation of the Trust's financial policies including Standing Financial Instructions, the design, implementation and supervision of systems of financial control; the preparation and maintenance of such accounts and certification of estimates, records and reports as the Trust may require for the purpose of carrying out its statutory duties.

The postholder will be expected to agree objectives with the Chief Executive and to initiate plans for the effective management of change affecting financial management within the Trust. He/She will be required to make a major contribution in the implementation of NHS Reforms, supporting the contracting and negotiation process, and will be responsible for the development and implementation of the financial systems required to enable the Trust to fulfil its tasks as a provider in accordance with Regional/Area Information Strategies.

He/She will play a significant role in developing Trust business plans. This will involve the development of the Trusts Financial strategy, the provision of financial information and advice to support the business planning process and the assessment of risk and the potential import of various planning proposals on the Trust's overall projected income and expenditure position. He/she will also provide detailed financial advice on the planning and commissioning of major capital projects and in the implementation of rationalisation/realignment of services. It is also likely that the postholder will be heavily involved in developing financial strategies and detailed costings regarding the Altnagelvin Strategic Project.

## CORPORATE RESPONSIBILITIES

1. Contribute to the effective operation of the Trust Board by developing and maintaining effective working relationships with the Chief Executive and other Senior Managers.
2. Participates in the development of policies, the setting and monitoring of standards and the securing of Trust objectives.

3. Advises on the assessment of priorities for revenue and capital expenditure.
4. Supports the Chief Executive in the protection and projection of the Trusts image and in the development of good public relations.
5. Joins with other Directors in the implementation of new service and management initiatives.
6. Supports the Chief Executive in the implementation of plans arising from NHS Review and other major initiatives.
7. Assists with the development and implementation of schemes for Income Generation.

#### PROFESSIONAL RESPONSIBILITIES

1. Secures and manages the full range of financial and management accounting services with the Trust and provides financial information and advice to the Chief Executive, Directors and other Budget Managers including the financial consequences for all service proposals.
2. Develops and implements the necessary financial information required by the Trust for business planning, contract negotiation, major service development/rationalisation, modelling alternative strategies, cash flow projections and undertaking investment and economic appraisals.
3. Develops the Trusts Financial Strategy and provides advice on the Trusts business and overall contracting strategy.
4. Ensures that the Trust conducts its financial affairs in accordance with Statute and Departmental determination and complies with Statutory Orders and the Trusts Standing Financial instructions.
5. Establishes, develops and monitors professional standards relating to financial services within the Trust; develops professional procedure; liaises with internal and external auditors and assists in the preparation of responses to Audit Reports.
6. Prepares Statutory Accounts and Financial Statements in respect of Public Funds in accordance with guidance and timetables issued by the Department of Health and Social Services and/or as required by the Trust.
7. Arranges the provision of all financial services required by the Trust, including Salaries and Wages of staff, traders payments, income due to the Trust, financial assessments, Superannuation contributions etc.
8. Establishes and maintains sound financial systems and adequate internal controls and checks in such systems; undertakes such investigations as may be necessary.
9. Liaises with the Area Director of Finance as required and provides financial information concerning the Trust to the Board in the specified format.
10. Establishes, develops and maintains an efficient and effective system of budgetary control, providing appropriate reports/forecasts to the Chief Executive and establishing good communications with all budget managers. Under the NHS Reforms monitors Trust income and expenditure and provides financial management reports on all service activity.

11. Organises all banking arrangements for the Trust prepares cash management statements, cash projections, and secures the supply of funds as appropriate.
12. Establishes and maintains adequate systems for receipting and accounting of monies and other property on behalf of patients and clients in hospitals and other facilities within the Trust.
13. Liaises with Purchasing departments and provides financial approval to goods and services for which commitment budgets/allocations have been established.
14. Liaises with Personnel department to provide financial approval for the creating of new posts, changes in staff establishments, and to introduce suitable controls and monitoring of staff changes.
15. Establishes, develops and implements systems for the operation of the capital accounting process, including asset registration, preparation of annual estimates of capital charges payable, calculation of depreciation and interest charges and provision of cost for capital charges.
16. Responsible for the development and implementation of new/amended financial systems including;
- \* invoice and billing system
  - \* contract modelling and monitoring systems
  - \* revised budgetary control system
  - \* refinement of costing systems
  - \* interfaces with General Ledger
17. When necessary, undertakes presentations on financial issues to users of the Trusts Services and participates in contract negotiations.
18. Ensures that the necessary financial systems are in place to support the Trusts response to the requirements of the NHS Reforms, eg. the operation of the "Internal Market", GP Fundholding etc and establishes close and effective working relationships with the Business Services Department.
19. Participates in all exercises concerned with competitive tendering of services, provides detailed financial information on monitoring and progress of contracts.
20. Identifies opportunities for more effective and economic use of financial and related resources.
21. Undertakes accounting arrangements in relation to the management of Trust Funds.
22. Participates in working parties and study groups as required on a Regional or Area basis.
23. Arranges the provision of such other financial services as may be required from time to time by the Trust.

#### GENERAL MANAGEMENT RESPONSIBILITIES:

1. Provides a high standard of personal leadership to staff for whom he/she is responsible.

2. Responsible for the effective and efficient management of all financial staff in the Trust including the identification of their training needs and the implementation of training programmes to meet the need.
3. Ensures the effective management of change within the Finance Department.
4. Ensures that staff for whom he/she is responsible develop and maintain good working relationships with users of financial services.
5. Supports staff for whom he/she is responsible in responding effectively to demands arising from the management of change.
6. Reviews individually, at least annually, the performance of immediately subordinate staff, provides guidance on personal development requirements and advises on and initiates, where appropriate, further training.
7. Ensures that the review of performance is performed for all levels of staff for whom he/she has professional management authority.
8. Maintains staff relationships and morale amongst the staff reporting to him/her and establishes effective systems to promote good communication within the department.
9. Regularly reviews the organisation plan and establishment level of the service for which he/she is responsible to ensure that each is consistent with achieving objectives and implements change where appropriate.
10. Delegates appropriate responsibility and authority to the level of staff within his/her control consistent with effective decision making whilst retaining overall responsibility and accountability for results.
11. Participates, as required, in the selection and appointment of staff reporting to him/her in accordance with procedures laid down.
12. Takes such action as may be necessary in disciplinary matters, in accordance with procedures laid down and approved by the Department of Health and Social Services.